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School of Nursing Diversity & Inclusion Statement

By 2020, the university will be a model campus community where all students, faculty and staff feel appreciated, respected, connected, valued and engaged with the larger life of the campus and beyond (UMass Lowell Strategic Plan 2020, July 2015).

Inclusivity is a key value within the culture of the School of Nursing. We are therefore focused on fostering an environment that values the unique contribution of each member of our community.

This commitment to inclusivity requires that we appreciate and respect our varying backgrounds and viewpoints.

We are committed to recognize the intrinsic importance of each person’s role and appreciate every individual’s contribution to meeting the School of Nursing Philosophy, Mission, Vision & Goals.

We commit to treating one another with high regard and respect.

We are dedicated to performing our jobs in a courteous and professional manner.

We are committed to maintaining integrity and courtesy in our dealings with fellow members of the School of Nursing, College, University and community at large.

Communication, cooperation and teamwork are key to achieve our goal to foster a community that respects each individual’s worth and rights.

(September 22, 2015)
A Message from the Faculty of the Baccalaureate Nursing Program

Welcome to the Baccalaureate Nursing Program of the University of Massachusetts Lowell (UML), College of Health Sciences! Whether you are just entering the nursing program or continuing as a UMass Lowell nursing student, we want you to know about the educational resources available to you at the University, in the College, and within the School of Nursing. This handbook has been developed to assist you with your progression through the baccalaureate nursing program. It has been created and updated with two objectives: to provide clear and thorough guidelines; and to serve as a practical, helpful resource. Please also refer to the UML Undergraduate Online Academic Catalog, the University Programs of Study, and the University website: www.uml.edu, as well as the School of Nursing website: http://www.uml.edu/health-sciences/Nursing/ and/or contact your academic advisor.

Whether your future involves key clinical positions, advanced practice, nursing research, faculty opportunities or combinations of these; all require innovation, passion, strong intellectual skills and leadership based on quality standards and best practices. As you learn, discover and achieve, it is your UMass Lowell and student nurse experiences that will support your personal and professional success. We encourage you to read this handbook, become familiar with it, and gain an understanding of the policies and procedures that govern our program and contribute to creating Massachusetts Nurse Leaders. Your amazing journey begins now! Prepare to successfully advance in your student nursing career at the University of Massachusetts Lowell!

Please become very familiar with this Handbook. Students are responsible for using the Baccalaureate Nursing Student Handbook as a resource when questions arise and as a guide to academic and nonacademic policies and procedures.

General Statement of Nursing Student Responsibilities and Rights

Students are expected to adhere to the policies and procedures currently in effect. It is the responsibility of each student to be aware of and to comply with current policies and procedures. Failure to stay informed is not an acceptable excuse for non-compliance. The University of Massachusetts Admission and Academic Policies are located in the Undergraduate Online Academic Catalog at http://www.uml.edu/Catalog/Undergraduate/Default.aspx

Students are advised to pay particular attention to the following admission and academic policies, which can be found at http://www.uml.edu/Catalog/Undergraduate/Admissions/Default.aspx and http://www.uml.edu/Catalog/Undergraduate/Policies/Academic-Policies.aspx

   Academic Integrity
   Accommodations for Disabilities
   Advanced Placement
   Attendance
   Grading
   Off-Campus Study
   Repeat Coursework/Deletions
   Student Records
   Student Complaints
   Withdrawal from Courses
   Withdrawal from the University
In addition to the above policies, all students taking nursing courses are expected to adhere to the following School of Nursing Essential Professional Competencies in both clinical and didactic settings.

1. Demonstrates effective verbal and non-verbal communication.
2. Assumes responsibility for own actions and outcomes.
3. Demonstrates acceptance of limited knowledge and experience.
4. Follows through on commitments, is dependable and punctual.
5. Demonstrates self-direction in seeking learning opportunities.
6. Shows respect for others in classroom, laboratory and clinical settings.
7. Accepts constructive feedback when offered.
8. Seeks validation of clinical judgments with faculty and/or preceptor.
9. Able to separate personal issues from professional responsibilities.
10. Keeps the patient/client/resident as the priority.
11. Respects cultural and personal differences of others; is not judgmental about patients’, clients’, residents’ peers’, faculty’s’ staffs’ lifestyles.
12. Sets priorities and reorganizes as necessary.
13. Projects professional image/demeanor.

Grading of the Essential Professional Competencies is Pass/Fail. Successful demonstration of these competencies is essential for the passing of any clinical or didactic course. Any student who is not demonstrating these competencies by the conclusion of the semester will fail the course. Warnings may be given at any point throughout the semester.

Technical Standards and Computer Literacy Statement

Upon entrance and throughout the nursing program, all students are required to demonstrate essential functions to fulfill the requirements of the nursing curricula. These include technical standards for admission, continuation and graduation as well as computer literacy. The technical standards can be found in the undergraduate catalogue or at: http://www.uml.edu/Catalog/Undergraduate/Health-Sciences/Departments/Nursing/Nursing-Major.aspx

Good Moral Character

The University of Massachusetts Lowell, School of Nursing encourages all prospective Nursing students to familiarize themselves with the statutory requirements of licensure in the Commonwealth prior to applying for admission to the Nursing program. The Massachusetts Board of Registration in Nursing publishes an information sheet on good moral character. Copies are available from the Commonwealth of Massachusetts Board of Registration in Nursing, 239 Causeway Street, Boston, MA 02114 and on-line at: http://www.mass.gov/eohhs/docs/dph/quality/boards/good-moral-info.pdf . Prospective applicants to the nursing program who intend to apply for licensure in states other than Massachusetts are encouraged to contact the appropriate authority in those states to ensure that they will meet the requirements for licensure application in those states.

University of Massachusetts Lowell Mission

The University of Massachusetts Lowell is a “public research university committed to excellence in teaching, research and community engagement. The university is dedicated to transformational education that fosters student success, lifelong learning and global awareness. UMass Lowell offers
affordable, experience-based undergraduate and graduate academic programs taught by internationally recognized faculty who conduct research to expand the horizons of knowledge. The programs span and interconnect the disciplines of business, education, engineering, fine arts, health, humanities, sciences and social sciences. The university continues to build on its founding tradition of innovation, entrepreneurship and partnerships with industry and the community to address challenges facing the region and the world.” (http://www.uml.edu/About/mission.aspx).

University Academic Policies

Transfer of Credits

1. Upon acceptance to nursing transfer of credits is completed by the admissions office.

2. If a student wishes to transfer courses after enrollment, the student first checks the online Transfer Dictionary to see if the course has received prior approval or denied transfer. If the course is not listed, then the student should consult with the assigned academic advisor about prior courses taken, and provide a course description as well as an unofficial transcript. An official transcript for the course needs to be sent directly to the Registrar.

3. With the assistance of the faculty advisor, students may complete an Exception Form (available online from the General Education website under Forms) to direct a course to a requirement (e.g. AH elective) if the course is not listed in the transfer dictionary or to waive a course (e.g. General Psychology as the student has successfully passed one or more upper level psychology courses).

4. Additionally, an undergraduate Academic Petition form (available online from the Registrar’s website under Forms) can be used for transfer of unusual course or other registrar needs. The Academic Petition form with the course description and transcript attached is signed by the student and academic advisor and then submitted to the Chairperson of the School of Nursing (Dr. Lisa Abdallah) for her signature and then to Dr. Shortie McKinney, Dean of the College of Health Sciences. If the course is that of another department, the Chairperson for that department also needs to provide a signature accepting the course for transfer.

Drop/Add/Swap

Courses for which a student is registered may be "dropped" or new courses may be "added" or “swapped” if the drop/add procedure is followed before the deadline date noted on the academic calendar (approximately 10 days after the beginning of the semester).

Please note that practicum courses can not be swapped after the LAST DAY OF FINAL EXAMS of the preceding semester. Any necessary changes in practicum sections only will be done with the permission of school administrators.

University Institutional Compliance

Biological Safety Policy

The Institutional Biosafety Committee (IBC) oversees activities involving potentially hazardous biological agents. The IBC ensures that research and instructional activities using these materials and conducted at UML are in compliance with the NIH Guidelines, Federal, State and Local laws and regulations. UML is committed to ensuring the safe handling, storage, and disposal of potentially harmful biohazardous materials for research or instructional projects. (http://www.uml.edu/Research/OIC/biological-safety/default.aspx)
College of Health Sciences

“The mission of the college is to promote health of individuals, families and populations in a diverse global society through excellence in teaching, research, scholarship and service. Community and health care industry partnerships enable experiential learning activities to enhance the education of health care professionals and scientists.”

We recognize that achieving this mission requires:
- improving our understanding of health, disease and disability and their social context,
- increasing citizens’ understanding of health problems and their environmental, social, economic causes,
- expanding community and workplace opportunities for promoting good health,
- developing environmentally sound systems of production and consumption,
- exploring the fullest understanding of our region defined by common political, social, ethnic, economic and cultural boundaries
- addressing the determinants of social and economic disparities in our region,
- maintaining a health care system that is effective and compassionate, and promoting innovative government policies to support human health and development.

(\url{http://www.uml.edu/Health-Sciences/About/Mission.aspx})

College Policies (\url{http://www.uml.edu/Health-Sciences/Current-Students/Student-Policies.aspx})

**National Criminal Background Check** - By law, certain agencies have the right to require a criminal record check on any student affiliated at their institutions. College of Health Sciences students are advised that any course-work, placement, community service, voluntary activity or service learning related to the University may require direct and unmonitored access to children, elderly, patients, disabled or other at risk populations and therefore you may be required to undergo a national CORI check (Criminal Offender Record Information) and/or SORI (Sex Offender Record Information). Depending on agency policy, students may be expected to pay for the cost of the CORI or SORI check. Students who refuse to submit to a CORI and/or SORI will be deemed ineligible for placement and continued matriculation in their program may be jeopardized. Personnel who are authorized to request, access and review CORI and/or SORI reports are identified in the UMass Lowell CORI Policy for Students available on the UMass Lowell Human Resource web site. Failure to pass a CORI and/or SORI check may also jeopardize continued matriculation, clinical placements, and state licensure.

**Clinical Affiliate Random Drug Screening** - Students enrolled in College of Health Sciences’ programs may also be required to undergo and pass a drug screening analysis in order to be eligible for placement in an off-campus learning experience. Per contractual obligations with external agencies, students assigned to clinical educational experiences at some facilities may be required to undergo and pass random drug screening analysis in order to remain at that clinical facility. Test results obtained during testing will be held in confidence and treated as medical information. If a student tests positive and further action is required, only those personnel with a need to know will be provided access to test results. Depending on agency policy, students may be expected to pay for the cost of drug screening. Students who do not have a negative drug screen or refuse to submit to a drug screen analysis, will be deemed ineligible for clinical placement which may affect their ability to progress in the program.

**Social Media** – The College of Health Sciences recognizes that all involved in health care have a moral, ethical and legal responsibility to maintain individual’s rights to privacy. HIPAA protects patient
privacy by law and includes any individually identifiable patient information in oral or recorded form where the information could identify an individual by name, medical condition, demographic data or other means. Students in the College of Health Sciences are expected to act with honesty, integrity and respect the privacy rights of others. All students in the College of Health Sciences are expected to meet their professional responsibilities when using social media and other electronic networks including but not limited to blogs, instant messaging, social networking sites, email, public media sites and photographs. This policy prohibits posting written material or photographs that identify patients, health care agencies, educational institutions or other students in clinical sites or patient related activities. This policy applies whether using University devices and computers or personal equipment. In addition, all College of Health Sciences students are required to abide by clinical agency policies related to the use of social media and technological resources. Failure to adhere to this policy may result in probation, suspension or dismissal from the College of Health Sciences and/or legal prosecution under the requirements of HIPAA.

School of Nursing

The Vision of the School of Nursing is to excel as a leader among academic institutions in knowledge development through scholarship and research; knowledge dissemination and integration through teaching; and knowledge application through community service and nursing practice. In addition to the dimensions of our vision as noted here, we see ourselves as a leader in global initiatives in nursing and health promotion.

The Mission of the School of Nursing is to educate students, advance knowledge, and provide service to the University, the profession, and the community through excellence in the discovery, application, integration, and dissemination of knowledge. The School emphasizes health promotion needs of individuals, families, groups, and communities. The mission of the School of Nursing is in concert with the missions of the University of Massachusetts Lowell and the College of Health Sciences. We aim to provide an affordable education of high quality and to focus scholarship and public service on a global vision of health promotion. Our mission is operationalized in local, regional, national and global initiative.

The Philosophy of the School of Nursing reflects beliefs regarding person, environment, health, nursing, and education. People have unique qualities and individual needs for respect, worth and recognition of personal dignity. They have the right to make choices and establish goals, which influence and are influenced by the environment. Health is a dynamic state of physiological, psychological, social, and spiritual well-being. Nursing is a health care discipline guided by professional standards of care supporting individuals, families, groups, and communities in the promotion of health throughout the lifespan. Education is a self-actualizing, creative, lifetime endeavor involving values clarification, progressive systematic inquiry, critical analysis, and judgment. The baccalaureate program incorporates a liberal arts and science education with generalized preparation in professional nursing. The master’s program is predicated upon a baccalaureate education and prepares advanced practice nurses. The doctoral program builds on both the generalized preparation in professional nursing and the specialist preparation at the master’s level to prepare nurse [practitioners and] scholars in health promotion.

Accreditation

The baccalaureate and master’s degree programs in the School of Nursing are accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the Massachusetts Board of Registration in Nursing.
Chain of Command in the School of Nursing

In the event that you need to communicate a concern or need relating to courses/clinical expectations while a student in the School of Nursing, we ask that you follow the designated chain of command. First you should discuss your concern/need with the faculty member of the course/clinical that you are having the concern/need. If you cannot resolve this issue, you should bring this concern/need to the practicum course coordinator. If you still cannot resolve your concern/need or if it pertains to a didactic course, then you should bring this to the attention of the baccalaureate program director. If you and the program director cannot resolve your concern/need, then you should make an appointment with the Chair/Associate Chair of the School of Nursing. Furthermore, if you have not resolved your concern/need, then you would schedule a meeting with the Dean of the School of Nursing. Lastly, by appointment, any unresolved concerns or needs can be brought to the attention of the Dean/Assistant Dean of the College of Health Sciences. To effectively meet all students’ needs, we ask that you follow the appropriate chain of command as outlined for you.

Communication in the School of Nursing

All persons in the School of Nursing (students, faculty and staff) are expected to conduct themselves in a professional manner when communicating with one another.

Communication via Email: Students are provided an UML email account. The School of Nursing and UML business offices send official communications to your assigned UML email account. All students are encouraged to check for e-mail messages frequently, at least twice a week; and periodically during winter and summer breaks. Course faculty may recommend an even greater frequency or may send email via course Blackboard websites. Additionally, email etiquette necessitates proper salutation titles (e.g. Professor or Dr.), grammar, spelling, and conclude with your full name and UML SIS #.

Communication via USPS: The School of Nursing and University on occasion may send official communications to your home address especially during winter and summer school breaks. It is important that we have your current home address. Please be certain that your contact information is current on the Students Information System (SIS).

Communication via Telephone: The School of Nursing and University also may attempt to contact you via your telephone number. Once again it is important that we have your current home and cell number. Please be certain that your contact information is current on the Students Information System (SIS).

Communication via Bulletin Board: The bulletin board for students is located in the lobby on the second floor of the Health and Social Sciences building. Postings may include employment opportunities or announcements of upcoming events.

Communication via Online Course Websites: Many baccalaureate faculty use online course websites through Blackboard, the University’s learning and course management system as well as Turnitin.com. If your course has designated websites, then it is your responsibility to check it weekly for course announcements, activities, and assignments. Faculty often post student grades for class assignments and exams on the course website.
## Baccalaureate Program Goals and Student Outcomes

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<th>Program Goals:</th>
<th>Student Outcomes:</th>
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<tbody>
<tr>
<td>Graduates of the Baccalaureate Nursing Program are prepared to:</td>
<td>Indicators of Success</td>
</tr>
</tbody>
</table>
| 1. Apply professional standards (ANA 2010) in a variety of settings serving diverse populations. | a. Pass the NCLEX - RN licensure exam  
  b. Sustain employment in the practice of nursing |
| 2. Demonstrate competency in the application of nursing knowledge in practice. | a. Participate in nursing continuing education programs  
  b. Obtain nursing practice and/or specialty certifications  
  c. Obtain advanced certificates and/or degrees |
| 3. Participate as members of the nursing profession. | a. Become members of professional organizations  
  b. Participate on committees in health care agencies  
  c. Present papers and posters related to nursing practice  
  d. Engage in research utilization and evidenced-based practice |

## School of Nursing Policies and Procedures

**Basic Math Competency and Medication Calculation Policy** - To assure safe administration of medication to patients in the clinical area the following policy was implemented.

1. The general UMass Lowell Math test will be given by Admissions during orientation. This is a requirement by Massachusetts Department of Education.

2. Regardless of the score achieved on the UML Math Test, **33.101 Strategies for Academic Success** will assure exposure to basic math needed for medication calculation. Five math problems per week will be assigned as homework for 6 weeks. A math test will be given prior to finals week. If students do not pass with a 90% or higher they may re-take the test a second time during finals week. If they do not pass the second time, they will be required to take the **30.210 Clinical Calculations** course in the fall of the sophomore year and achieve an A-, or they will be dismissed from the program.

3. **30.210 Clinical Calculations** will be offered fall and spring semesters every year when enrollments permit its offering.

4. The **33.212 Introduction to Nursing Practice Math** recitation seminar will devote approximately 50 minutes per class to medication calculation using Dimensional Analysis. A medication calculations test will be given in this course. Students must pass with 90% or higher. They may re-take the test a second time. If they do not pass AND they have not taken the **30.210 Clinical Calculations** course, then they must take the course the following fall (when enrollments permit its offering), going into junior year and achieve an A-. If they have taken **30.210 Clinical Calculations** AND they fail the second time, they may take the test a third time and if they fail, they are dismissed from the program.
5. Junior year fall and spring leveled medication calculation tests will be given at the beginning of each semester. Students must pass with 90% or higher. If they do not pass, then they may re-take the test a second time. If they do not pass the second time, they will be required to take the 30.210 Clinical Calculations course during that semester and achieve an A-. If they have taken 30.210 Clinical Calculations AND they fail the second time, they may take the test a third time and if they fail, they are dismissed from the program.

6. At the completion of Junior Year, a lecture on more complex medication calculations using Dimensional Analysis will be provided and lecture-captured for a review. The “capture’ will be available for review in the summer. Additional instructions will be given to students for the review process. A medication calculation test will be given at the beginning of the senior year. Students must achieve a 90% or higher. If they do not, then they may re-take the test a second time. If they do not pass the second time, they will be required to take the 30.210 Clinical Calculations course during that semester and achieve an A-. If they have taken 30.210 Clinical Calculations AND they fail the second time, they may take the test a third time and if they fail, they are dismissed from the program.

**HESI Policy** - All pre-licensure nursing students will be required to take nationally normed tests throughout the curriculum. The specialty tests, which become part of the course grade, will be given in the following courses: Introduction to Nursing Practice, Health Promotion and Risk Reduction of Families I and II, Pharmacology, and Acute Care Nursing. All pre-licensure senior level-nursing students will take two HESI Exit comprehensive exams while enrolled in 33.413 Role Transition. These exams also are a part of the course grade. Senior nursing students who do not achieve a HESI score of 850 or higher on the first HESI exit exam must enroll in an approved online review course and provide evidence of ongoing participation prior to taking the second HESI exit exam.

In addition to enforcing the policy, a HESI Confidentiality Statement will be signed by all students prior to taking HESI exams. The agreement states that students consent not to disclose to any individual or remove any documents about the content of HESI test items, answers, or rationales. Failure to honor this agreement will result in their name being submitted to the MA BORN and in possible legal action.

**Electronic Devices Policy** - In classrooms, pre/post conferences, clinical setting and during nursing laboratory sessions all electronic devices are to be turned off or set to vibrate when you anticipate receiving an important call. No personal business or texting is permitted. Please inform your instructor of any critical situations. In the classroom, with instructor permission, electronic devices may be used to review class handouts, take notes or access information for classroom or laboratory assignments. Checking emails, playing games, and completing other school or personal work is not permitted. University PC/laptop recommendations can be found at [http://www.uml.edu/it/documents/Recommended_PCLaptop.pdf](http://www.uml.edu/it/documents/Recommended_PCLaptop.pdf)

**Grading Scale Policy**

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<th>A</th>
<th>A-</th>
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<th>B</th>
<th>B-</th>
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**Academic Progression Policy** - To qualify for continued matriculation in the nursing program, all students must maintain ongoing cumulative averages of 2.70 or better by achieving the following
averages at the end of each semester: 1) a semester average of 2.70 or better, 2) **not less than a grade C+ in any professional major course** and 3) a semester average of 2.70 or better for professional courses attempted in the major. Students enrolled in nursing also must maintain a cumulative grade point average of 2.70 or better in required science courses. **Students who fail to satisfy these academic requirements will be dismissed from the nursing program.**


**Appeal Process for Program Dismissal** - Students who are dismissed from the Baccalaureate Nursing Program may appeal the decision regarding their continuation in the program by submitting a letter of appeal to the Chair of the School of Nursing by the listed due date in their dismissal letter, so it can be forwarded to the Professional Review Committee. The appeal letter should address what happened, how it happened, what options you would like the committee to consider, and what resources you will use to be successful in the nursing program should you be allowed to continue. You may either bring your letter of appeal to the School of Nursing in HSS 200 or send it as an attachment to Sadia_Fathia@uml.edu, Administrative Assistant. After carefully deliberating all the data available, the Committee will make their recommendations and a decision will be sent prior to the beginning of the semester to your University of Massachusetts Lowell email address.

Students must meet the conditions for continuation in the School of Nursing as described in their detailed probation conditions correspondence and per the Undergraduate Course Catalog on Retention and Continuance in the College of Health Sciences and its Programs (http://www.uml.edu/Catalog/Undergraduate/Health-Sciences/Departments/Nursing/Retention-Continuance-Grading-Appeals.aspx); this is a one-time probationary period. Failure to maintain all school academic requirements subsequent to that, as outlined in the catalogue “will result in dismissal from the program” with no further appeal to the School of Nursing.

Students who cannot continue in the Nursing Program must withdraw from all enrolled nursing courses and change their major. Students may select and apply for another major within the College of Health Sciences or University if they qualify under University policies. The services of the Centers for Learning and the Office of Career Services are available to students for individual career counseling and guidance and to discuss other career options. Students also may choose to meet with the Counseling Center at UMass Lowell, which provides psychological counseling services, consultation and community referrals to help students gain a better understanding of and cope with their feelings, relationships, choices and academic studies. If you do not wish to remain at the University in another major, you must notify the Office of the Registrar by completing the withdrawal form available at http://www.uml.edu/docs/withdrawalfromuniversity_tcm18-3521.pdf.

**Excused Absences for Club Participation** - Students’ on Academic Probation may not be excused from class to participate in any club or association activities as at-risk students need to focus on academic and clinical coursework to assure program retention, graduation, and NCLEX-RN success.

**Midterm Warning Policy** - Students who are in danger of failing or are failing any nursing course will be given a midterm academic or practica warning. Students who are on academic and or clinical warning will remain on that warning for the rest of the semester and **must contact their academic advisor within one week to develop a plan of action for the remainder of the semester.**

**Leave of Absence (LOA) Policy** - Nursing students may be granted a LOA for extenuating circumstances (e.g. health reasons, family obligations, deployment, completion of prerequisites/nursing courses but assigned class year does not permit progression). Students seeking a LOA should meet with their academic advisor, submit a written request to the Chair of the School of Nursing, complete a
University withdrawal form [http://www.uml.edu/docs/withdrawalfromuniversity_tcm18-3521.pdf](http://www.uml.edu/docs/withdrawalfromuniversity_tcm18-3521.pdf), and submit an application for readmission form [http://www.uml.edu/docs/readmit_form_tcm18-3547.pdf](http://www.uml.edu/docs/readmit_form_tcm18-3547.pdf) prior to returning the following semester. Please note that a LOA may lead to a delay in program progression if space is not available in the next semester or year’s nursing class.

**Academic Advising/Course Registration** - Each student is assigned to an academic advisor upon matriculation into the program. Your assigned advisor is listed on your SIS page. Advisors are available during office hours to meet with students on two days per week during designated time periods totaling 3 hours each week with 5 hours during pre-registration, at which times students may sign up for advising sessions. Advisors are available to provide advice and counsel about course selection, student concerns and questions, or about resources at the University. **Students are responsible for setting up an appointment with their advisors during registration periods** (early April and November) to discuss academic progress, course selection or any academic concerns the student may have. Once the student is matriculated and after meeting with the advisor, registration may be done on the SIS system. No swaps of practicum sections will be honored without administrative approval after the last day of final exams. **Students on probation also need to make monthly appointments to meet with their advisor. Failure to fulfill this condition of probation may lead to program dismissal.**

### School of Nursing Clinical Policies

**National Background Check Policy** - Upon admission, students in the nursing program are required to undergo a national background check. In addition, depending on the agency policy, students may be expected to undergo and pay for the cost of a second background check. Failure to pass the background check may jeopardize continued matriculation, enrollment in clinical practica, and state licensure.

**Health and Professional Requirements** - Documentation of health requirements is required by both the School of Nursing and University Student Health Services. These requirements are mandated by State Law and contractual agreements with our clinical sites. **All students must submit the required Health and Professional Requirement documentation by the following deadlines**:  

- **Fall semester** - August 1<sup>st</sup>  
- **Spring Semester** - November 1<sup>st</sup>  
- **Summer rotations** - May 1<sup>st</sup>  

  * For those clinical rotations which require students to switch to a new location after seven weeks, students are responsible for submitting any additional hospital specific documentation no later than **October 1<sup>st</sup> for Fall rotations** and **March 1<sup>st</sup> for the Spring rotations**.

**Please Note**: Faculty advisers only will release students’ advising hold if they are up-to-date with their documentations.

Keep a copy of these documents for yourself. Provide copies to the Director of Clinical Resources and the UML Student Health Services.

All documents must be placed by the student in the Clinical Documentation lock box currently located on the 2<sup>nd</sup> floor of the Health and Social Sciences Building outside of the Nursing Reception Area to ensure receipt by the above required dates. Students should not be sending documentation via any other route, such as Fax, USPS, or Electronically as it does not ensure receipt of documents by the above required deadlines.
Health Documentation Requirements:
- A copy of your recent and complete **History and Physical Exam** signed by your healthcare provider; forms available on the web at [http://www.uml.edu/student-services/Health/Health-Services-Requirements.aspx](http://www.uml.edu/student-services/Health/Health-Services-Requirements.aspx) Students are asked to sign a **Medical Release Form** allowing this information to be released by Student Health Services.
- Documentation of **Immunizations** (include dates and lab results):
  - Mantoux/PPD test (TB)* (within the past 3 months. Date and result of reading required. Must be renewed every year although some agencies may require renewals as often as every 3-6 mos. Positive Mantoux/PPD test requires a documented chest x-ray (within the last 5 years) and an annual physical exam/letter (with recommendations) from your PCP.
  - 1st MMR and 2nd MMR (Measles (Rubeola) Mumps and Rubella vaccine) or titers indicating immunity to Rubeola, Rubella and Mumps.
  - Tetanus/Diphtheria (Td) or Diphtheria /Tetanus/Pertussis (DTaP) within the last 10 years
  - Hepatitis B vaccine (3 doses and/or lab titer indicating immunity)
  - Varicella (Chicken Pox) stated history of disease or titer indicating immunity or varicella vaccine
  - Seasonal influenza and HINI strongly recommended annually

Professional Documentation Requirements:
- Current **CPR certification*** (AHA Healthcare Provider or ARC Professional Rescuer)
- Current **First Aid certification** (Students who are RNs, LPNs, EMTs, and Paramedics are exempt but must provide a copy of a current license or certification)
- National background check by UML (complete application and provide copy of driver’s license)

*All asterisked items have expiration dates and renewal information must be provided prior to the expiration date.

HIPAA Policy - All students must be educated annually regarding the **Health Insurance Portability and Accountability Act (HIPAA) of 1996**, the federal law that addresses patient rights and ethics by mandating the confidentiality and privacy of patient information.

Professional Competencies Policy - Professional Competencies: All students enrolled in nursing courses are expected to adhere to the Essential Professional Competencies as stated in the Professional Competencies Contract. Grading of these is pass/fail. Successful demonstration of these competencies is essential for passing any clinical or didactic course. Any student who is not demonstrating these competencies by the conclusion of the course will fail the course despite passing grades earned in the didactic or practicum course. Warnings may be given at any point during the semester, and the student will remain on warning until the end of the semester.

Uniform Policy - A professional appearance reflects pride in oneself, the professional image of the School and communicates confidence and competence to those for whom you care. The official UML student nurse uniform is a neat and clean unisex royal blue scrub top embroidered with the words UMass Lowell Nursing with matching scrub pants. A plain white crew, mock or turtle neck top beneath the scrub top is permissible. A white laboratory jacket similarly embroidered, UML name pin, plain all-white clean socks and shoes, watch with a second hand, stethoscope (no fabric covering), black pen, pen-light, bandage scissors, and smooth edged Kelly clamp also are required.

Student hair is to be neat, clean, conservative, restrained, above the collar of shirt and out of the face, and of naturally occurring color(s). Beards and mustaches should be neatly trimmed and well-groomed. A minimal amount of makeup is acceptable. Fingernails are clean and kept short, less than ¼” from
fingertip. If nail polish is worn, it must be clear and chip-free. In addition to a watch, one band ring and one pair of small stud earrings may be worn.

Alternate settings/conditions (i.e. psychiatric settings, assisted living facilities, preparation time) require business casual clothing (no scrubs), UML name pin, and clean, comfortable/supportive shoes with socks or stockings. Shirts are to be conservative, plain. If shirt is not tucked in then when sitting, stretching, reaching or bending, your belly/midriff/underwear should not be visible. In addition, some clinical agency preparation visits may require students to wear their UML laboratory jacket.

Students also must adhere to agency dress codes and the MA Centralized Nursing Clinical Placement System. Clinical faculty will advise the student(s) of any additional guidelines that are specific to the clinical agency, nursing unit, or learning experience. For example, students may be issued a clinical agency “student identification” badge. This badge is to be worn visibly at all times while on hospital/agency property. To maintain agency security, badges are to be returned to your clinical instructor at the end of your clinical experience.

Unacceptable appearances include: No visible facial/body piercing jewelry (e.g. lip, tongue, nose, eyebrow(s), additional ears, belly button) or tattoos; open-toe shoes, high-heeled shoes (greater than 2” heel), sandals, flip-flops, high tops, trim colors, open-back/sling back shoes; perfume, after-shave, cologne, strongly scented lotions and hair spray; artificial (acrylic, sculptured, or wraps) nails and colored nail polish; chewing gum; dangling earrings, bracelets, necklaces, rings on index fingers; halter/tube tops, see-through blouses or shirts, form-fitting/clinging clothing, low-cut shirts, spaghetti straps, strapless, backless, or off-the-shoulder tops, low-cut/low-rise pants, visible underwear, exposed bellies/midriffs, denim jeans/pants, athletic attire (e.g., jogging/exercise suits, shorts, sweatpants), sweatshirts, baseball hats, headgear, hoods, head/earphones.

Clinical Absence Policy Revised –

1) Clinical and laboratory attendance is mandatory. Clinical and laboratory hours include scheduled laboratory practice, pre- and post-conferences, all scheduled clinical days, alternative clinical learning activities, and simulation/debriefing.

2) Excused absences include: illness or injury, death of an immediate family member, jury duty and subpoenas, and religious holidays.

3) Students must provide the Notification of Clinical and Laboratory Absence Form before the absence; except in the case of an emergency where the student must notify the clinical or laboratory professor in advance of the scheduled hours. Appropriate documentation is required (e.g. medical note, obituary, court date, religious holiday verification).

4) One excused clinical absence while accepted will necessitate a make-up assignment at the discretion of the faculty. Failure to complete the assignment will lower the final course grade by one (1) full grade level (i.e. A to B, A- to B-).

5) One excused laboratory absence while accepted will necessitate a make-up session based on the availability of open laboratory sessions and teaching faculty/staff.

6) Unexcused absences will not be accepted and will result in an academic warning. Additionally, the final course grade will be lowered by one (1) full grade level for each unexcused absence (i.e. A to B, A- to B-).
7) The nursing program does not provide clinical “make-up” hours. In the event that a prolonged absence (e.g. greater than 12 hours) is necessary, an immediate meeting with the course professor and/or practicum coordinator, academic advisor, and program director is needed to discuss the process for course and/or program withdrawal.

Preceptor Experience Policy - Clinical practica are set up by the Director of Clinical Resources with student and faculty input and assistance. The student’s clinical interests and location choice will be taken into account. All efforts will be made to satisfy the student's goals. All student requests for a specialty preceptorship in MAT, PEDI, PSYCH, PACU, ER, and ICU require a cumulative GPA of 3.3 or higher and a current senior clinical faculty recommendation. OR and NICU placements are not permitted as the practica are more observational than hands-on experiences.

Nursing Laboratories

The nursing instructional, health assessment, and Donna Manning simulation laboratories provide a clinical environment where students may practice varied approaches to nursing care with the assistance of a faculty member, laboratory staff, or teaching assistant. Nursing students primarily use the laboratories to learn health assessment and nursing clinical skills. Audio-visual, virtual simulation, computer, and written resources also are used for laboratory preparation and classroom presentation.

Nursing Laboratories Policies

1. Universal Precautions are to be utilized in all nursing simulation and skills laboratory procedures consistent with policies of the Environmental Health and Safety Exposure Control Plan http://www.uml.edu/docs/Exposure%20Control%20Plan_tcm18-155093.pdf, College of Health Sciences and the University.

2. All laboratory instructors* and students utilizing any nursing laboratories will participate in specific training and orientation related to Environmental and Emergency Management bloodborne pathogen/biosafety training http://www.uml.edu/EEM/EHS/Policies-procedures.aspx.

3. All individuals utilizing sharps in the laboratories are responsible for disposing of them in designated impermeable needle boxes and never into regular trash.

4. All needles and injectable syringes purchased for the laboratories will be equipped with safety devices.

5. All unused needles and syringes must be returned to their designated locked location and not left unattended in the laboratory.

6. An Incident Report known as University of Massachusetts Lowell Emergency Incident Report Form, available within the Nursing Laboratory and online at the Environmental Health and Safety Office (EHS) http://www.uml.edu/docs/UML%20Emergency%20Incident%20Form_tcm18-116830.pdf, will be completed by students and supervising faculty for injuries occurring in the laboratory including any sharps injury by a needle stick, lancet or other item. Follow directions on the incident report form immediately notifying (1) EHS and (2) the Nursing Lab Program Manager (x4418), or if not available, the School of Nursing (x4538).
7. Instructors are responsible for the direct supervision of their students assigned to any learning experience within the laboratory setting.

8. Syringes, needles and medications may not be removed from the laboratory for practice at any time by either instructors or students.

9. Wherever possible, latex-free items have been ordered; however some items within the lab including mannequins may contain latex. It is the responsibility of the individual student or instructor to make it known if they have a latex sensitivity and to take appropriate precautions. Only latex free gloves will be purchased for the laboratory.

10. Students are required to sign an informed consent form for procedures performed upon them by another student, for physical exams, nursing skills, and for audio or video recording of their performance during simulation or other learning activities.

11. Students may sign out specific laboratory equipment for use outside of the laboratory setting with the written permission of the nursing laboratory staff. Sign-out sheets will be kept until equipment is returned and will be monitored by person authorizing sign-out.

12. Please notify the nursing laboratory staff if any equipment is broken, missing or needs to be replaced.

13. Please request assistance as needed to recharge items such as ophthalmoscopes or otoscopes or replace batteries so that all equipment remains fully charged.

14. Please do not apply povidone-iodine, ink or any substance to the mannequins or patient simulators unless specifically identified as compatible for use with the equipment.

15. Instructors and students using the laboratory should request assistance from the nursing laboratory staff if unfamiliar with any equipment or supplies in the laboratory.

16. All individuals using the laboratories are expected to leave the laboratory in an orderly and clean condition, including disposing of trash, returning equipment to designated locations and organizing the laboratory after each use.

17. Hours of availability for the nursing laboratories and scheduled classes are posted outside of each laboratory room. Scheduling additional laboratory sessions/rooms are available by request.

* Laboratory instructors include faculty, staff, teaching assistants and undergraduate/graduate tutors.

**Audio-Visual Media Equipment** - The University Media Center, South Campus has a large volume of programs in house as well as the availability of online programs from [Films on Demand](http://library.uml.edu/media/). Most classrooms on campus are Smart Classrooms with computer, digital document camera, DVD/VCR player, laptop connection, network connection, integrated sound and a system that controls all audio and video from the lectern.

**Computer Laboratories** - The College of Health Sciences has two computer laboratories (Weed 212 and 216) available to students enrolled in courses within the college. The laboratories are under the direction of the College of Health Sciences Computer Network Administrator and computer laboratory personnel. Laboratories are open five days a week; the regular hours are 8:30 am to 9:00 pm Monday
through Thursday and 8:30 am to 6:00 pm on Friday. The extended night hours are based on the availability of student assistant funding. Please check the schedule outside the laboratory door as to its availability as classes, testing, and other events may be scheduled thus the laboratory is unavailable at this scheduled time. Please note that student documents are erased from the laboratory computers on a daily basis. Make certain that you have saved a copy on a memory device or sent a copy to your email account. Lastly, there is no smoking, eating, or drinking allowed in any of the computer laboratories.

School of Nursing Committees and Organizations

Students are encouraged to become members and representatives to the Baccalaureate Nursing Program Committee. Students may be elected or appointed by the student body and/or program director. Terms are for one academic year.

Other Student and School Organizations

The Student Nurse Association (SNA) - All students enrolled in the baccalaureate nursing program are invited to join the UML Student Nurses Association. This organization is affiliated with the National Student Nurses Association and the American Nurses Association. The SNA provides socialization, peer support and mentorship to nursing students at the University of Massachusetts Lowell. The SNA also participates in university events and conducts service projects for the community.

Nursing Students Without Borders (NSWB) - Their mission is to promote health empowerment through education, build networks for individuals to access health care resources, and distribute material donations to populations in need while giving nursing students real-world regional, national, and global health experiences.

Men in Nursing (MIN) – As a chapter of the American Assembly for Men in Nursing, its purpose is to provide a framework to meet, discuss, and influence factors which affect men as nurses. The group works with admissions, attends open houses and visits organizations within the community to make men in nursing more visible and accepted into nursing programs and organizations.

Nursing Student Ambassadors (NSA) – Ambassadors are baccalaureate student volunteers (sophomore – senior) whose role responsibilities are to assist the School of Nursing by participating in open houses, early action and welcome day receptions, convocation club fairs, pinning, and other SON events; conducting SON tours for prospective students, their families, friends and SON visitors; and serving as the SON’s premier student liaisons.

The Eta Omega Chapter of Sigma Theta Tau International Nursing Honor Society - Eta Omega became a charter member of Sigma Theta Tau International in 1984. We have over 400 active members who are students, graduates or faculty of the University of Massachusetts Lowell and nurse leaders. Baccalaureate junior nursing students who meet the criteria for membership based on their overall Grade Point Averages (GPA) following the spring semester are sent invitations to apply. The deadline for receiving an application for membership is two weeks into the fall semester to allow time for students to obtain endorsements from faculty. Induction Ceremonies usually are held in November and April. http://www.uml.edu/Health-Sciences/Nursing/Current-Students/EtaOmegaHonorSociety/Default.aspx
School of Nursing Scholarships

Bring Diversity to Nursing (BDN) Stipends and Scholarships. The overall purpose of the BDN project is to recruit, retain, and graduate high-quality nursing students from minority and economically disadvantaged backgrounds. To be eligible for the stipend or scholarship program, students must be in need of financial assistance to pursue full-time course of study in the nursing program.

Bruce Z. Arakelian Endowed Scholarship Fund was established by Bruce Z. Arakelian ’82, this fund provides scholarship support for students pursuing a degree in Nursing in the School of Health & Environment at UMass Lowell.

Dean Janice M. Stecchi Scholarship is a multi-donor fund created to honor Dean Janice M. Stecchi, who retired in 2003 after 32 years of service to the University. Scholarships support undergraduate or graduate students in the School of Health and Environment who demonstrate a desire to be actively involved in health care.

Jacqueline Puliafico Endowed Scholarship for Music and Nursing was created by Jacqueline Puliafico ’42, this fund supports undergraduate students with financial need, with preference for students majoring in music or nursing.

Lowell General Hospital Endowed Scholarship Fund. This scholarship, established by Lowell General Hospital, provides support for students who are pursuing an undergraduate degree in Nursing from the School of Health and Environment. Scholarships are awarded to students from the Merrimack Valley, with preference to those who are from the City of Lowell.

Madonna Schromm Memorial Scholarship Award is given to recognize a senior nursing student who demonstrates the qualities of commitment and dedication to nursing which were characteristic of the honoree.

Patricia Tyra Scholarship Award is presented to a senior nursing student who has a career goal of psychiatric or community health nursing and interest in pursuing advanced studies in nursing.

Robert and Donna Manning Endowed Management and Nursing Scholarships were created by Robert ’84 and Donna ’84 Manning, this fund supports scholarship for nursing and management majors. Robert is CEO of MFS Investment Management, and chairman of the University of Massachusetts Board of Trustees, and Donna is an oncology nurse specialist.

Shalin Liu Award for Academic Excellence is awarded to the sophomore nursing student with the highest grade point average at the end of the freshman year.

Shalin Liu Internship in Nursing provides a stipend to a sophomore nursing student to provide visitation services to local nursing home residents throughout the school year. The intent of the donor is to provide companionship to nursing home residents while offering the recipient a valuable experience in preparation for clinical nursing studies.

Shirley M. Cyronis Nursing Scholarship is awarded to a senior in recognition of superior academic achievement, proficiency in the clinical setting and leadership.

Solomont Family Nursing Scholarship is provided by the Solomont Family, owners and managers of nursing homes in the Greater Lowell and the Merrimack Valley. The award is given to a senior nursing
student who shows superior promise as a professional nurse and whose economic circumstances warrant their receiving scholarship assistance.

**Trinity EMS Endowed Scholarship Fund** is awarded to students pursuing an undergraduate degree in Health Sciences. Students must be in good academic standing, maintaining a grade point average of 3.0 or higher and demonstrate financial need and/or merit who are U.S. citizens enrolled at the University of Massachusetts Lowell.

**Virginia Mobley Martin Scholarship** is awarded every other year to an undergraduate nursing student of color in honor of Virginia Mobley Martin, an African-American WWII veteran who was the Operating Room Nurse Manager for 40 years at Hale Hospital in Haverhill, MA.

For information on Financial Aid offered by the University, visit the Financial Aid Office [http://www.uml.edu/financialaid/](http://www.uml.edu/financialaid/).

Also check the American Association of Colleges of Nursing website [http://www.aacn.nche.edu/students/scholarships](http://www.aacn.nche.edu/students/scholarships) for scholarship and financial aid information.
University of Massachusetts Lowell  
College of Health Sciences  
School of Nursing  
Baccalaureate Nursing Degree Pathway  
(Class Entering September 2014 and Following)

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<tr>
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### School of Nursing Resources

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<tr>
<td>Interim Dean, School of Nursing</td>
<td>Dr. Karen Devereaux Melillo</td>
<td>978-934-4417</td>
</tr>
<tr>
<td>Chair, School of Nursing</td>
<td>Dr. Lisa Abdallah</td>
<td>978-934-4432</td>
</tr>
<tr>
<td>Associate Chair, School of Nursing</td>
<td>Dr. Margaret Knight</td>
<td>978-934-4471</td>
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<tr>
<td>Director, Baccalaureate Program</td>
<td>Dr. Jacqueline Dowling</td>
<td>978-934-4431</td>
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<tr>
<td>Leadership Intern, Director Baccalaureate Program</td>
<td>Ms. Laurie Soroken</td>
<td>978-934-4270</td>
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<tr>
<td>Director, Clinical Resources</td>
<td>Ms. Arline El-Ashkar</td>
<td>978-934-4469</td>
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<tr>
<td>Director, PhD and MS/DNP Program</td>
<td>Dr. Barbara Mawn</td>
<td>978-934-4485</td>
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<tr>
<td>Coordinator, Master’s Programs</td>
<td>Dr. Valerie King</td>
<td>978-934-4454</td>
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<tr>
<td>Coordinator, DNP Program</td>
<td>Dr. Lea Dodge</td>
<td>978-934-4685</td>
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<tr>
<td>Manager, Nursing Lab Program</td>
<td>Ms. Christine Repsha</td>
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### College of Health Sciences Resources

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<tr>
<td>Dean, College of Health Sciences</td>
<td>Dr. Shortie McKinney</td>
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<tr>
<td>Assistant Dean, College of Health Sciences</td>
<td>Ms. Pauline Ladebauche</td>
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<td>Staff Assistant, Student Services</td>
<td>Ms. Janet Paton</td>
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<td>Computer Network Administrator</td>
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